

COPY FOR OFFICIAL USE

AIR PUBLICATION 1401

2nd Edition, 1935

Crown Copyright Reserved

Regulations
for
University Air Squadrons

Issued by Command of the Air Council,

C. G. Bullock

AIR MINISTRY

LONDON

PRINTED AND PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE

To be purchased directly from H.M. STATIONERY OFFICE at the following addresses:

Adastral House, Kingsway, London, W.C.2; 120 George Street, Edinburgh 2;

York Street, Manchester 1; 1 St. Andrew's Crescent, Cardiff;

80 Chichester Street, Belfast;

or through any Bookseller

1935

Price 4d. Net

22-113-0-35

TABLE OF CONTENTS

| | Page |
|---|------|
| Introductory | 3 |
| Conditions of Admission—Flying Members | 4 |
| Conditions of Admission—Honorary Members and Non-flying Members | 4 |
| Termination of Membership | 5 |
| Instruction and Flying Training | 5 |
| Medical Arrangements | 7 |
| Financial Entitlements and Liabilities | 9 |
| Compensation for Personal Injury | 11 |
| Financial Administration of the Squadron | 12 |
| Appendix I.—Syllabus of Ground Instruction | 14 |
| Appendix II.—Form of Agreement and Form of Application for Membership | 15 |
| Appendix III.—Accounting Arrangements— | |
| Part I.—Cash Accounts | 17 |
| Part II.—Stores Administration and Accounting | 17 |

REGULATIONS FOR UNIVERSITY AIR SQUADRONS

Introductory

1. *Purpose of University Air Squadrons.*—The object of the University Air Squadrons generally is to encourage an interest in flying and to promote and maintain a liaison with the Universities in technical and research problems affecting aviation. The squadrons are also designed to assist those who wish to take up aeronautics as a profession either in the Royal Air Force or in a civilian capacity and those who, while not making aviation their career, desire to give part-time service to imperial defence in the non-regular air forces.

2. *Obligations of Membership.*—The University Air Squadrons do not form part of any air force, either regular or non-regular, and are intended to be civilian in character. Members as such have no obligations of a service nature, and are not subject to the Air Force Act or to the provisions of King's Regulations and Air Council Instructions. The main requirement of membership is the performance of such flying training and courses of ground instruction as may be prescribed from time to time, including a period of training annually at a Royal Air Force station and the payment of an annual subscription. Members are, moreover, required to comply with the Standing Orders of the University Air Squadron to which they belong, and, when they are under training at a Royal Air Force station, with the Standing Orders for that station.

3. *Organisation.*—Each squadron possesses headquarters situated in the same town as the University to which it is attached, and facilities for the flying training of members are provided by a station flight maintained at a Royal Air Force unit in the vicinity.

4. *Staff.*—(i) The command and administration of a squadron is entrusted to a Chief Instructor, who is an officer of the regular air force.

(ii) The senior flying instructor is an officer appointed by the Air Ministry to take charge of flying instruction and of the station flight referred to in para. 3.

(iii) The instructors attached to a squadron are appointed by the Air Ministry normally from among the officers and non-commissioned officers of the regular air force.

5. *Number of members.*—The number of flying members in a squadron is limited to 75 at any one time.

Conditions of Admission—Flying Members

6. *Selection committee.*—Candidates for membership are required to present themselves for interview by a selection committee at the University.

7. *Membership of the University.*—Candidates must be members of the University. No candidate will be accepted who will be unable to obtain the Squadron Proficiency Certificate before the termination of his residence at the University.

8. *Medical examination.*—Candidates for membership are required to pass a medical examination as to their fitness for flying duties (see para. 20).

9. *Consent of parents and college authorities.*—Candidates are required to sign an agreement and to obtain written permission to join the squadron from their parents or guardians,* as well as from the authorities of the college to which they belong. The approved forms for this purpose are reproduced in Appendix II, and copies of them can be obtained by applicants from the Chief Instructor.

Conditions of Admission—Honorary Members and Non-flying Members

10. (i) *Honorary Membership.*—Honorary membership of a University Air Squadron is open to :—

- (a) senior members of the University.
- (b) commanding officers and adjutants of the University O.T.C.
- (c) officers of the Royal Air Force who are in residence at the University on courses of instruction.

(ii) *Non-flying Membership.*—Non-flying membership may be conferred at the discretion of the Chief Instructor upon members of the University who are unable for any reason to become full flying members (*e.g.* those who are medically unfit or are waiting for a vacancy in the squadron) but who desire to take the Squadron Proficiency Certificate examination in ground subjects, or to pursue some form of aeronautical study.

11. *Terms of honorary membership and non-flying membership.*—Honorary members and non-flying members are not permitted to fly as such, either as pilot or passenger, but are eligible, at the discretion of the Chief Instructor, to attend lectures and receive practical instruction in the care and

* In certain cases the authorities of the college may decide that the written permission of the parent or guardian is not necessary.

Maintenance of engines and aircraft. Except where it is expressly provided to the contrary, these regulations do not apply to honorary or non-flying members.

Termination of Membership

12. Membership is terminable at any time by the Chief Instructor ; by the member himself, or his parents, guardian or tutor ; and in any event, at the completion of the member's period of residence at the University. This regulation applies to non-flying and honorary members as well as to flying members.

Instruction and Flying Training

13. *General.*—The instruction in flying and in ground subjects will consist of :—

(i) Ground instruction courses in term time at the squadron headquarters.

(ii) Flying instruction during term* time at the station flight referred to in para. 3.

(iii) Annual camp at a Royal Air Force station during the long vacation.

(iv) Special lectures, visits to Royal Air Force stations and establishments, etc.

14. *Ground Instruction.*—(i) Members will be required to take a course of lectures and practical instruction in ground subjects during term time at the squadron headquarters. Such instruction will normally be given in the evening. The course of ground instruction will comprise the following subjects :—

(a) Airmanship (ground and air).

(b) Theory of flight.

(c) Engines.

(d) Riggering.

(e) Air navigation.

The detailed syllabus of these subjects is given in Appendix I.

(ii) Instruction may also be given in other technical subjects, such as air gunnery, wireless telegraphy and radio telephony, air photography, etc.

15. *Flying instruction during term.*—Members may receive instruction in flying at the Royal Air Force training flight during term time under regulations sanctioned by the Air

* i.e., the " University term " given in the University Calendar : not " full term."

Ministry and approved by the University authorities. The Chief Instructor is responsible that these regulations are strictly adhered to. This training is progressive and is carried out (almost entirely in the afternoon, and only in favourable weather) in dual-control aircraft, being supplemented occasionally by cross-country flights to teach the practical application of air navigation. No member is allowed to fly solo in term time unless he is a fully qualified pilot. Solo flying is normally begun at the annual camp when a member has reached the stage at which solo flying becomes necessary for his progress, but in very exceptional circumstances it may be begun in term time subject, in each case, to the approval of the University and the Air Ministry. Solo flying is restricted to an area in the vicinity of the Flight except when cross-country flying is carried out. Members are not allowed to take up passengers, nor to engage in any unauthorised flying.

16. *Suspension from flying in certain circumstances.*—Members who are for any reason suspended from flying in or with any of the non-regular air forces will be suspended from flying in the air squadron. The question whether members who are found medically unfit (either temporarily or permanently) for regular or non-regular air force service shall continue flying in the air squadron, will be decided by the Air Ministry in each case.

17. *Annual Camp.*—During the long vacation the training flight will be moved from its normal station and attached to a Royal Air Force unit. During this period members will be attached to the flight in groups of 25 for training. The period of the camp will not exceed 14 days per annum per member.

18. *Certificate of proficiency.*—A certificate of proficiency will be issued by the Air Ministry to a member who has :—

- (i) attended at least one annual camp ;
- (ii) completed fifteen hours' flying of which three at least must be solo ;
- (iii) passed an examination in the subjects enumerated in para. 14 (i).

19. *Advantages to holders of certificates of proficiency.*—(i) A holder of a proficiency certificate

- (a) If appointed to a permanent commission, and if he has carried out a sufficient number of hours solo flying may, at the discretion of the Air Council, join direct an advanced flying course at the Royal Air Force College, Cranwell.

(b) If appointed to a Reserve commission, is excused service on probation in the Reserve but not the course of *ab initio* flying training referred to in para. 85 of the Reserve Regulations (Air Publication 938).

(c) If appointed to a commission in the Special Reserve, is excused service on probation in the Special Reserve but will be required to undertake the course of *ab initio* training required of other entrants to that force.

(d) If appointed to a commission in the Auxiliary Air Force may be allowed, during his first year of service in the Auxiliary Air Force, to substitute the instructional parades laid down for the second and subsequent years for those laid down for the first year.

(e) If an applicant for a short service commission in the Royal Air Force, may have a concession of 1 year in the matter of age and may therefore apply at any time before attaining his 26th birthday instead of, as would normally be the case, his 25th birthday (*see* A.M. Pamphlet 13).

(ii) A register will be maintained at the Air Ministry of all those to whom proficiency certificates have been awarded. Holders of these certificates who have not been appointed to commissions as above will be given priority of consideration in the event of their applying for commissions in the Royal Air Force at a time of national emergency.

Medical Arrangements

20. *Medical examination.*—(i) Applicants for flying membership are required to undergo medical examination by a civilian medical practitioner. The fee for this examination will be paid by the Air Ministry.

(ii) Members are required to undergo medical examination by a Royal Air Force medical officer annually, and also on the following occasions :—

(a) before dual flying is carried out ;

(b) before the member's first solo flight, and (at Oxford) before he begins his solo flying each term ;

(c) in cases when it is considered necessary, *e.g.* after a member has been ill or has sustained injury other than as the result of a flying accident.

(iii) Members are required to undergo medical examination by the Royal Air Force Central Medical Establishment if they have sustained injury in a flying accident, and also, if thought desirable, in cases arising under (ii) (c) above.

(iv) Members who intend to apply for permanent commissions in the Royal Air Force may, if they choose, be examined by the Central Medical Establishment in order to ensure that they are of suitable medical category before registering with the appropriate authority at the University. The fee for this examination is £3 3s. and will be payable by the member examined.

21. *Medical attendance*.—Medical attendance under the same conditions as for Royal Air Force officers will be afforded to members while they are undergoing training at a regular unit.

22. *Medical Treatment and Expenses*.—(i) If a member becomes ill or suffers injury while attached to a Royal Air Force unit for training, and the illness or injury is not directly attributable to the conditions of duty with the Royal Air Force, the member concerned may be admitted at the public expense to a service hospital, provided accommodation is available, and subject to a charge of 2s. per day during the period of attachment. For any further period of retention in hospital rendered necessary by the patient's unfitness to travel, a charge of 12s. a day will be made. The possibility of removing the member to his home is to receive consideration both prior to and during treatment.

(ii) If a member becomes ill or suffers injury while attached to a Royal Air Force unit for training, and the illness or injury is directly attributable to the conditions of duty with the Royal Air Force, treatment will be afforded at the public expense in a service hospital or, in exceptional circumstances, in a civil hospital when accommodation in the former is not available. Reasonable medical expenses may, at the discretion of the Air Ministry, be granted where treatment cannot be afforded from service sources; but any claim to a refund of such expenses will be disallowed if the patient has refused to accept treatment in a service hospital or by a Royal Air Force medical officer.

(iii) Treatment will cease on the grant of any compensation under para. 27, unless in the opinion of the Director of Medical Services (Air Ministry) the physical condition on account of which the compensation is payable is likely, as a result of treatment, to be materially improved. In the latter case, medical attendance and hospital treatment will be afforded at the public expense as follows :—

(a) medical attendance as provided for Royal Air Force officers.

(b) treatment in a service hospital where accommodation is available, or if such accommodation is not available, treatment in a civil hospital or at the member's home, subject in either case to the recovery from the member of hospital charges under the same conditions as are applicable to Royal Air Force officers on full pay. No increased rate of compensation will be admissible by reason of detention and treatment in hospital.

Arrangements for the provision of treatment will be made under instructions issued by the Air Ministry, to whom all applications for treatment will be addressed. Save in exceptional circumstances, expenses arising out of such treatment will not be accepted as a charge against public funds unless Air Ministry sanction is given prior to the commencement of treatment.

(c) Locomotion expenses (3rd class) for the journey from home to hospital and return will be met from public funds.

(iv) See para. 25 as to cessation of messing allowance on admission to hospital or sick quarters.

Financial Entitlements and Liabilities

23. *Allowances, etc.*—No pay is issued to members, but certain allowances are issuable in respect of members' travelling and messing expenses (*see* paras. 24 and 25). Accommodation will be provided free of charge during annual camps.

24. *Transport and travelling expenses.*—(i) Motor transport belonging to the squadron may be used for conveying members to and from authorised places of instruction.

(ii) Where such transport is not provided, third class return railway warrants will be issued between the University and the place of instruction, or, if a member makes his own arrangements for transport, he may, subject to sub-para. (v), claim the expenses of the journey as actually performed by him, but within the limit of the cost of a railway warrant between the University and the place of instruction.

(iii) If a member uses his own private motor vehicle for a journey to or from the place of instruction he may, subject to sub-para. (iv) be allowed his travelling expenses under the above conditions, but no allowance will be admissible, either to the member himself or his passenger, in respect of any other member carried as a passenger.

(iv) The use of a private motor vehicle will be permitted only if the following conditions are satisfied :—

(a) that the member is adequately insured* under policy covering all risks normally incurred, e.g. accident to the insured (including medical expenses), bodily injury to or death of third parties (including, except in the case of solo motor cycles, passengers) and damage to the property of third parties. Where it is not clear from the wording of the policy whether the risks are fully covered, the owner should refer to the insurers concerned, whose confirmation will be accepted. Exception will not be taken to insurance policies which provide only for cover in excess of a certain stipulated low figure ("excess policies"), provided this figure does not exceed £10 and it is clearly understood that any claim up to that amount will be the responsibility of the owner. In no circumstances will public funds bear any payment in this connection;

(b) that the member furnishes the following certificate on Form 1771 (*see* sub-para. (viii))—

"Certified that the motor vehicle used on the journey for which an allowance is claimed was fully insured in accordance with the requirements of Air Publication 1401, para. 24 (iv), during the period covered by the journey",

and that, if required, he furnishes proof of insurance by producing the policy and current premium receipt.

(v) No refund will be admissible when a member makes his own arrangements for a journey as an alternative to motor transport provided by the squadron.

(vi) Save with the prior approval of the Air Ministry, motor transport will not be provided, nor will railway warrants be issued or travelling expenses allowed in connection with visits to R.A.F. units or establishments, aircraft factories, etc.

(vii) The locomotion expenses (3rd class) of members who are required to undergo medical examination at the Central Medical Establishment under para. 20 (iii) will be met, but subsistence allowance will not be paid.

(viii) Claims for refund of travelling expenses must be made out on Form 1771.

* Insurance against damage to or loss of the vehicle is optional, but it should be clearly understood that in no circumstances will any liability be accepted against public funds for damage sustained by the vehicle.

25. *Messing allowance*.—(i) An allowance of 4s. a day in and of messing expenses will be admissible in respect of each member for each day of attendance during the annual camp. The allowance will not be admissible in respect of a member who attends for less than 10 days, unless special sanction is obtained from the Air Ministry, nor will it be issued for any period in excess of 14 days per annum. The allowance is not personal to members but will be administered by the Chief Instructor, who will make the necessary arrangements with the mess to which members are attached. The allowance will cease on the admission of a member to hospital or sick quarters.

(ii) This allowance will not be admissible in respect of members of the staff of the squadron.

26. *Recovery of Hospital charges*.—The Chief Instructor will arrange for the recovery of hospital charges when due under the terms of para. 22.

Compensation for Personal Injury

27. (i) If a member of a University Air Squadron is invalided (i.e. removed from the list of members as medically unfit for further service) owing to physical unfitness caused by injury sustained while on flying duty or while being carried in aircraft under proper authority

- (a) during attendance at annual camp, or
- (b) during a visit (duly authorised under these regulations) to a Royal Air Force unit in term time, or
- (c) during a duly authorised flight as an observer in connection with research problems,

he may be granted compensation for his disablement from the date of invaliding in accordance with the following scale:—

| <i>Degree of disablement</i> | | £ per annum |
|---|----------------|-------------|
| 100 per cent. | ... | 150 |
| Less than 100 per cent., but not less than 90 per cent. | ... | 135 |
| " " 90 | " " " " " " 80 | 120 |
| " " 80 | " " " " " " 70 | 105 |
| " " 70 | " " " " " " 60 | 90 |
| " " 60 | " " " " " " 50 | 75 |
| " " 50 | " " " " " " 40 | 60 |
| " " 40 | " " " " " " 30 | 45 |
| " " 30 | " " " " " " 20 | 30 |
| " " 20 per cent. | ... | Nil. |

(ii) Disability compensation will be confined to that provided in sub-para. (i), and in no other circumstances of injury and any compensation be payable.

(iii) Grants will be temporary unless the disability is certified by the prescribed medical authority to have reached its final condition; that is, the member will be medically re-examined from time to time and the grant renewed, increased, or decreased according to the then existing degree of disablement due to the original cause. If at any time the degree of disablement is found to be less than 20 per cent., payment of compensation will cease.

(iv) If the unfitness at the time of invaliding or afterwards, or the injury which caused the unfitness, was due wholly or in part to the member's own negligence or misconduct or to any cause within his control, any grant of compensation which might otherwise have been made or which has already been made under these regulations may be withheld or withdrawn, or reduced in amount, at the discretion of the Air Council.

(v) The scheme of compensation set out above does not apply to non-flying or honorary members.

(vi) The grant of compensation (for injury sustained in the aforesaid circumstances) to any member who has previously held a permanent commission in the Royal Air Force and who has retired on retired pay or gratuity, will be specially considered by the Air Ministry. The scheme of compensation set out above does not apply in such a case.

Financial Administration of the Squadron

28. (i) The cost of the following services will be defrayed from public funds:—

(a) *Technical buildings, including heating, lighting and water.*

(b) *Instructional equipment and appliances, manuals and text-books published by authority. R.A.F. forms (see para. 29).*

(c) *Working and flying clothing (see para. 30).*

(d) *Medical and Hospital treatment as provided in paras. 20 to 22.*

(e) *Travelling expenses as provided in para. 24.*

(f) *Messing allowances as provided in para. 25.*

(g) *Disability compensation as provided in para. 27.*

(ii) Expenditure may be incurred by the Chief Instructor not exceeding £400 in any financial year on certain other services as follows :—

(a) *Staff*.—Wages and insurance of civilian caretaker and clerk-typist, if necessary, and payments for casual labour.

(b) *Accommodation Services*.—Heating, lighting and water for office and lecture-room.

(c) *Non-technical equipment*.—Furniture, fittings and other non-technical equipment for office and lecture-room.

(d) *Library*.—Books, publications and periodicals for the squadron library.

(e) *Miscellaneous administrative and petty expenses*.—Printing, stationery, official telephone charges, etc.

Expenditure incurred on these services which is met by the Air Ministry on behalf of the Chief Instructor will be reported to the Chief Instructor and noted by him as counting against the maximum of £400.

(iii) The prior sanction of the Air Ministry is required for expenditure on furniture and books, which will be obtained from Royal Air Force stocks and H.M. Stationery Office, respectively, wherever practicable.

(iv) Issues in kind from Royal Air Force stocks in respect of services covered by sub-para. (ii) will be made on cash repayment only.

29. *Instructional equipment, publications, etc.*—(i) Equipment, manuals and other official publications necessary for instructional purposes will be supplied on loan, and the Chief Instructor of each squadron will keep an inventory of them and be responsible for their return by members using them. Demands should be addressed to the Air Ministry (S.5B). A member who desires a copy of any publication for his sole use will be required to purchase it.

(ii) Royal Air Force forms required for use by the Squadron will be issued free from the Air Ministry Publications Depot.

30. *Clothing*.—There is no prescribed uniform, and members carry out their flying and ground training in civilian clothes. Working and flying clothing will be supplied on loan from Royal Air Force stocks.

APPENDIX I

SYLLABUS OF GROUND INSTRUCTION

(referred to in para. 14)

(i) **Airmanship (ground and air)**

(a) *Ground*.—Care and maintenance of aeroplanes in the hangar : inspection of aeroplanes and engines : moving aeroplanes into and out of hangars : preparations before starting up, and starting up of engines : airscrew swinging drill : care and maintenance of aeroplanes in the open, action to be taken by a pilot after a forced landing : rules of the air.

(b) *Air*.—Principles of control in the air and the effect of the controls in the air : method of executing the evolutions of normal flight and aerobatics : execution of forced landings, including selection of suitable ground for such landings.

(ii) **Theory of Flight**

Chapter I of the Flying Training Manual, Part I, as far as para. 93.

(iii) **Engines**

Theory of 4-stroke cycle : examination and explanation of various parts of an internal combustion engine : materials of construction : petrol systems : types of carburettors : lubrication systems : cooling systems : types of magnetos : value of ignition timings : running faults : the proper care and running of the engine in the air and on the ground : the use of the altitude control : engine instruments. The aim of this instruction should be to turn out a pupil who has a practical knowledge of the engine in the type of aeroplane in which he has to fly.

(iv) **Rigging**

Aeronautical terms : materials of construction : timbers used in aircraft, their growth and selection : complete erection and truing up of training aeroplane : inspection and maintenance of aircraft : causes and remedies for aircraft flying nose or tail heavy, right or left wing low : replacement of undercarriage and tail skid components.

(v) **Air Navigation**

Position, direction, and distance on the earth's surface : magnetic variation : map projections : bearings : maps : scales : relief : conventional signs : squared and gridded maps : co-ordinates : map reading from the air : application of variation and deviation : the compass : triangle of velocities : solution of problems by plotting : relative velocity : solution of problems by course and distance calculator : radius of action, returning to the same base : swinging for compass adjustment.

APPENDIX II

(referred to in para. 9)

University Air Squadron**Form of Agreement**

1. In consideration of my being admitted to membership of the Air Squadron, I agree to abide by the conditions set forth in the Regulations for University Air Squadrons and below :—

- (i) to fly only at the times and places authorised ;
- (ii) to undergo ground instruction in essential subjects ;
- (iii) to comply with regulations and orders issued under the authority of the Air Ministry as far as they affect members ;
- (iv) to do my best to ensure that my interests in the squadron do not cause me to neglect my university studies ;
- (v) to undergo a period of training at a Royal Air Force station of 10 to 14 days in the Long Vacations following each year or part of a year of membership.

2. I agree to make good loss of, or damage to, Government property (other than accidental damage, fair wear and tear, etc.) if after full enquiry I am found to have been responsible for such loss or damage through negligence.

Signature of Applicant.....

Date.....

SANCTION OF PARENT OR GUARDIANS

I agree to my.....joining the.....
..... Air Squadron under the conditions set forth in this form and in the Regulations for University Air Squadrons.

Signature.....Relationship.....

Date.....Address for Correspondence.....

SANCTION OF COLLEGE.

.....has the permission of.....
college to join the.....Air Squadron and I agree to notify the Chief Instructor if at any time I consider he should relinquish his membership.

Signature.....

Date..... College.....

University Air Squadron
Application for Membership

PERSONAL PARTICULARS

1. Surname (in capitals)
2. Christian name(s) (in capitals).....
3. School(s).....
4. College.....
5. Term and year of Matriculation.....
6. Subject of Studies.....
7. Name of Tutor(s).....
8. Address at University.....
9. Home address.....
10. Date and place of birth (Date).....
 (Place).....
11. Nationality of (a) Applicant
- (b) Father.....
- (c) Mother
12. Father's profession or occupation.....
13. Intended profession of applicant (if known)
14. Chief interests

REASONS FOR APPLYING FOR MEMBERSHIP

(Please initial the item or items which apply, and strike out those which do not.)

- (i) I intend to take up Aeronautics or some occupation connected therewith professionally. (i).....
- (ii) I intend to take up Aeronautics or some occupation connected therewith privately. (ii).....
- (iii) I intend to try to obtain a permanent or short service commission in the Royal Air Force. (iii).....
- (iv) I intend to try to obtain a commission in the Reserve of Air Force Officers, Special Reserve or Auxiliary Air Force. (iv).....
- (v) I am generally interested in Aeronautics but can give no assurance of continued active interest in the future. (v).....
- (vi) (Here state any special reason).....

Signature of Applicant.....

Date.....

APPENDIX III

ACCOUNTING ARRANGEMENTS

Part I.—Cash Accounts

1. An account will be maintained at a bank approved by the Air Ministry, called the "..... Air Squadron Public Account". The Chief Instructor will demand on the Air Ministry from time to time on Form 8 the sums required for :—

- (i) approved services under para. 28, clause (ii) ;
- (ii) wages and insurance of civilian instructional staff (if any) and civilian storekeeper ;
- (iii) any services referred to in para. 28, clause (i), which the Chief Instructor is authorised to pay locally.

Books of the approved form of cheque for drawing on the banking account will be held by the bank, from whom they will be obtained as required by the Chief Instructor.

2. The Chief Instructor will keep a cash book, Form 69, in which he will enter all items of receipt and expenditure day by day as they occur. Immediately after the end of each quarter a copy of the cash book, on Form 882, will be rendered to the Air Ministry (Accounts 3). All items of receipt and expenditure will be supported by appropriate vouchers (tradesmen's receipted bills, &c.) and summarised under the headings shown in para. 28, sub-para. (ii), and sub-paras. (ii) and (iii) of para. 1 of this appendix. Civilian employees will be paid at rates approved by the Air Ministry, on Form 1603, and their receipts taken on the form for each weekly payment made to them ; this form also contains a certificate regarding the stamping of employees' insurance cards. The employees' share of the insurance contributions will be deducted from the wages due to them, and the employers' share will be met from the public account. Employees' liability in regard to National Health and Unemployment Insurance contributions will be ascertained from the Air Ministry.

Part II.—Stores Administration and Accounting

1. *General.*—A University Air Squadron will be attached to a parent station for purposes of stores administration and accounting and will, for those purposes, be regarded as a flight or section of that station.

2. The instructions for stores administration and accounting detailed in K.R. & A.C.I. and Air Publication 830, or other regulations, are to be followed with such minor modifications as may be approved from time to time.

3. *Initial equipment.*—The initial equipment will be as detailed by the Air Ministry.

4. All articles, other than consumable stores and books, purchased out of the maximum annual provision of £450 are to be accounted for as public property, and must, immediately on their receipt, be entered by the Chief Instructor on the copy of the

inventory he holds from the parent station. At the same time, he is to enter the items purchased on Form 674, and forward both original and duplicate copies, duly receipted, and endorsed "Purchased locally", to the accountant officer of the parent station. The articles are to be taken on charge by the parent station by C.R.V. and issued on Form 674 to the University Air Squadron as "articles in use". The C.R.V. and the Form 674 are to be cross-referred. Books purchased are to be catalogued in accordance with the instructions contained in current Air Ministry Orders, and regarded as public property.

5. When stores are required in excess of the authorised scales, the necessary application is to be made through the usual channels.

6. The issue, return and exchange of equipment when the despatch of stores by post, rail, etc., becomes necessary because the parent station is not conveniently near will be effected as follows :—

(i) The original Form 674 (unreceipted) is to be endorsed by the officer issuing the stores, with a statement of the means by which they have been despatched (e.g. "despatched by rail"), and the duplicate copy is to be forwarded to the consignee before, or on the same day as, the stores are despatched, for the signature of the officer demanding under the words "received the above". The consignee is then to return the duplicate copy to the accountant officer of the consigning unit.

(ii) If a discrepancy is found to exist between the quantities or condition of the stores received and the quantities or condition of the stores shown on the voucher, the consignee is to prepare forthwith a discrepancy report on Form 594, in triplicate. The original and duplicate copies of Form 594 are to be attached to the duplicate copy of Form 674, which is to be endorsed with a reference to the discrepancy report, and forwarded to the accountant officer of the consigning unit. The triplicate copy is to be retained in the book.

(iii) See K.R. & A.C.I., clauses 2464–2468, as regards examination of consignments on receipt, and notification of non-delivery of consignments or of loss or damage sustained by consignments.

(iv) When returning equipment by post, rail, etc., the consignor is to pack the stores suitably and must, if they are sent by rail, prepare a Carrier's Note (Form 1486) in quadruplicate. Brief instructions for the preparation of this form are given on the cover of the pad. The two copies of Form 675 are to be forwarded to the consignee not later than the same day on which the stores are despatched. The duplicate copy, duly receipted, is to be returned by the consignee in order to enable the consignor of the equipment to indicate his concurrence in the quantity credited by signing the duplicate. When the triplicate copy has been endorsed, the duplicate copy is to be returned to the accountant officer of the parent station.

(v) In similar circumstances when it is necessary to exchange equipment, the "repairable" items are to be returned to the station under the procedure laid down in sub-para. (iv), and the serviceable items demanded under the procedure laid down in sub-para. (i).

7. *Airframes and aircraft engines.*—The supply of airframes and aircraft engines will be made through the parent station, to which all applications for requirements within the establishment are to be made. Applications for airframes and/or aircraft engines in excess of the establishment will be made through the usual channels.

8. *Clearance certificates.*—The Chief Instructor of the squadron is responsible that any officer or airman or civilian employee under his orders obtains the necessary clearance certificates before leaving the Unit.

9. *Supply and accounting for solid fuel.*—(i) The Chief Instructor is to request the parent station to arrange for the supply of solid fuel by issue from station stocks, or, subject to Air Ministry approval, by contract, in which case a copy of the contract will be supplied to the Chief Instructor of the University Air Squadron.

(ii) When supplies are made from station stocks, the Chief Instructor of the University Air Squadron is to demand what fuel he requires from the parent station on Form 674. Where supplies are arranged by contract, Form 531 is to be used to demand from the contractor.

(iii) The solid fuel used by the University Air Squadron is to be accounted for as a subsidiary account of the parent station's fuel account. Details regarding entitlement, the quantity of fuel consumed, and the stocks held, are to be supplied as required to the parent station.

(iv) Bills, if correct, are to be so certified, and forwarded to the parent station to be passed for payment.

10. *Supply and accounting for electric current and gas.*—(i) The Chief Instructor is to exercise careful supervision over the consumption of electric current and gas in his unit. If, during any quarter, consumption exceeds by 20 per cent. the consumption during the corresponding period of the previous year, the matter is to be investigated, and a report forwarded to the parent unit for transmission to the Air Ministry.

(ii) The regulations contained in Air Publication 830, Volume I, Chapter 31, Section 7, will, where applicable, be carried out by the stores officer of the parent station, who will inform the Chief Instructor of the amount consumed after each reading has been taken.

(iii) The accountant officer of the parent station will be responsible for dealing with contractors' bills in accordance with Air Publication 830, Volume I, para. 2118.

11. *Affiliation for training.*—Additional instructions are issued by the Air Ministry for the guidance of University Air Squadrons during their annual affiliation to another unit for training.

12. All stores of Classes "A" and "B", issued by the station to which the squadron is affiliated for annual training, will be held on a separate inventory from that on which the stores issued by the parent station are held, and this inventory is to be cleared before the squadron reverts to its former position as a flight or section of its parent station.